

City of Sparta Job Description

Job Title: Wastewater Treatment Plant Operator in Charge

Department: Water/Sewer

Reports To: Public Works Superintendent

FLSA Status: Nonexempt

Starting Pay: \$26.69

SUMMARY

Oversees operation of wastewater treatment plant as directed. Operates plant, performs treatment plant maintenance, and provides direction to plant personnel as needed by performing the following skilled and semiskilled tasks:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Assigns duties, provides guidance, helps with problems, and oversees or assists in completion of plant operation and maintenance responsibilities; approves plant personnel timesheets.
- 2) Maintains records; reviews lab bench sheets and inputs required data into spreadsheets; prepares and files various monthly, quarterly, semiannual, and annual reports of lab testing results or measures of operations with various regulatory agencies.
- 3) Operates and monitors wastewater treatment plant machines and equipment, including sludge press and dissolved air flotation system; calculates daily data of plant operation and completes various logs and reports.
- 4) Assists collection staff in monitoring efficient operation of pumping station on collection system and bioxide levels in order to regulate hydrogen sulfide odors. Assists collection staff in documenting overflows and preparing related reports.
- 5) Completes lab testing as required; creates testing schedule, selects sampling sites, performs laboratory analysis of B. O. D. , suspended solids, volatile acids, alkalinity, and bacteriology; interprets test results and makes plant operation adjustments as necessary; calibrates lab equipment; completes various logs and reports of test results.
- 6) Participates with management in evaluating and revising procedures to improve efficiency and effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

- Drives truck to transport sludge to landfill as needed.
- Performs preventive maintenance and routine repair of plant equipment, buildings, and grounds.
- Performs other related duties as needed.

SUPERVISORY RESPONSIBILITIES

Directly supervises to 2 or 3 employees in the wastewater plant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Knowledge of wastewater treatment plant operation methods and practices.

Knowledge of data collection and lab analysis procedures.

Ability to operate computer.

Ability to read gauges and charts and record data properly.

Knowledge of federal and state clean water regulations.

Ability to use various hand tools and knowledge of general maintenance methods.

Effective interpersonal skills to be able to direct work of others.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and five years of wastewater plant operation experience, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and state and EPA guidelines. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to solve algebraic and scientific equations and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Tennessee Grade 4 Wastewater Certification

Tennessee Driver's License: CDL Preferred

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle,

or feel. The employee frequently is required to stand, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to high, precarious places and is at risk from contact with body fluids. The noise level in the work environment is usually moderate but can be loud at times.